

- 6.00 POLICY:
Central Cascades Fire & EMS District, as set forth by law, sets this policy and procedure for recovering costs of obtaining or reviewing; public records, recordings, information, documents and/or photographs, etc. (ORS 192.440.4)
- 6.01 Responsibility:
All personnel are responsible to follow this policy and procedure, and to ensure the security of District Records, and to protect the confidentiality of personnel and EMS Patient related information.
The EMS Officer, as Security Officer, is responsible to ensure compliance.
- 6.02 Applicability:
This policy applies only to records of Central Cascades Fire & EMS District not exempt for release. The District is a volunteer organization and all records options may not be available at reasonable cost.
- 6.03 Access to Records:
All requests for public records shall be made using appropriate written access request form(s).
- 6.04 Relevant ORS:
ORS 192.410 to 192.505 Inspection of Public Records.
- 6.05 Procedures:
- A. Readily available records will be provided as soon as possible. Records which are not readily available because of the magnitude or nature of the requested records shall be produced within a reasonable time. In such case, the District shall inform the individual requesting records when they will be available for review and/or copying.
 - B. Central Cascades Fire & EMS District's nominal fees for search, review, release and copying of any public record, including photographs, shall be as listed below and/or actual costs, and/or as listed on the appropriate Records Request Form:
 - 1. Copies of public records shall be \$0.25 per page for letter or legal size copies in addition to the labor/service charge. Oversize documents, Fax, e-mail and US Mail fees shall be as listed on the form.
 - 2. If a request for records of the District requires personnel to spend ten (10) or more minutes searching or reviewing records prior to release or copying, the minimum fee shall be \$50.00 per hour or portion thereof over one half hour, per staff individual involved, with a minimum of one half hour (\$25.00) service charge. The time to be spent shall be estimated by the person providing the records, and the fee shall be paid prior to search and copying. If the time involved is less than estimated, the excess shall

be refunded. If the actual cost is in excess of the estimated cost, the requestor shall be notified of the additional cost, and the difference shall be paid prior to production of the documents.

3. The District may furnish copies without charge or at a reduced fee if the District determines that the waiver or reduction is in the public interest because making the record available primarily benefits the general public.

4. There should be no extra fee to cover the cost for providing records in an alternate print form for individuals with a disability.

5. If a request is of such magnitude and nature that compliance would disrupt the agency's normal operation, separate arrangements will need to be made prior to release of records in accordance with advice from legal counsel.

The cost of any legal counsel, or "time spent by an attorney for the public body in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records", required to satisfy a records request may be added to the fees already scheduled and passed on to the individual requesting the records. (ORS 192.440.4b)

- C. At no time shall original records, documents, recordings or photographs of the District be removed from District files or from the place of regular record retention. Original District records and/or photographs shall not be reviewed unless District personnel are available to oversee that review. The charge for District personnel time for monitoring shall be as set forth, or actual cost. When in use within the district, patient reports shall not be left unattended in areas accessible to unauthorized individuals.

Sample Fees:

Admin Assist. time: research, copy (\$50.00/hr) \$25.00 min. service fee	E-mail: \$2.00 flat fee + \$0.25 per page Faxes: \$2.00 flat fee + \$1.00 per page
Mailing: 1-5pgs. = \$1.00, 6-10pgs. = \$2.00, 11-30 = \$5.00, 31-50 = \$6.00 or actual cost	Copies: 1-100pgs.= \$.25 per page Oversize pages: \$5.00/ page or actual